

Fee free

Enrol now

2024



NZ Certificate in Skills for Living

**Supported Learning Programme including Skills
for Working strand**

Level 2

Develop and improve practical skills that will assist in independence for learning, working and living, enabling you to take a more active role in employment and the community.

The two year NZ Certificate in Skills for Living (including Skills for Working strand) programme provides vocational and community skills for people who require intensive support with their learning.

Location	Hawke's Bay
Start	February
Length	Two years full-time
Contact	Sue Jackson Phone: 06 830 1521 Email: sjackson@eit.ac.nz



TE AHO A MĀUI



Te Pūkenga

For NZ Citizens and Permanent Residents

Become more independent in your community

This certificate incorporates NZQA Supported Learning unit standards, providing an opportunity for you to gain national recognition and acknowledgement for your achievements.

We value our partnership with you and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

You are welcome to make an appointment to discuss your study options with our staff and to view our facilities.

This programme aims to enhance your Literacy and Numeracy skills, personal and workplace readiness and will provide you with the opportunity to:

- Experience workplace environments
- Become more independent
- Be confident about decision making in your life

You must be independent with personal carers or have access to support while studying at EIT | Te Pūkenga.

Career and study opportunities

Once you've completed this certificate you may want to explore your employment options. You can speak to an EIT | Te Pūkenga staff member about your options.

Timetable

Your study time will be made up of on-campus contact time which includes class times, tutorials, workshops, field trips and work-based learning.

Contact time

On-campus contact time is scheduled between 9.00am-2.30pm, Monday, Tuesday, Thursday and Friday.

Entry requirements

All potential learners will be expected to attend an interview as a part of the application process.



NZ Certificate in Skills for Living (including Skills for Working strand) Level 1, 75 credits

 Hawke's Bay

 Full-time: 2 years

 Fee: Visit fees.eit.ac.nz to see the fees for this programme

Entry with credit

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms including study while at high school, study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.
- RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit towards your intended programme of study, as part of your application.

CC and RPL cannot be awarded for a course if you are already enrolled in that course. **You must apply prior to enrolment.**

For further information and enquiries about CC and RPL please contact Sue Jackson, the Programme Administrator, on 06 830 1521 or sjackson@eit.ac.nz.

Literacy and numeracy skills

A literacy and numeracy assessment is part of the preparation for all level one to three programmes. This is a national requirement from the Tertiary Education Commission (TEC). This information gives your tutors information on what you already know to help them provide the help that you may need in your studies.

There are two assessments. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the programme. This final assessment will show how you have improved with your Literacy and Numeracy skills.

There will always be a tutor to help you when doing the assessment. The most important thing to know about this assessment is that you cannot fail. You will merely get information on your literacy and numeracy skills. The result will not have an impact on any of your assessment marks in your course work.

2024 Key dates

Programme starts Monday, 19 February

Year one ends Friday, 29 November

Semester breaks 15-26 April

1-19 July

30 September-11 October

Assessments

Unit standards and EIT | Te Pūkenga course assessments are on-going where tutors observe learner work in class, practical tasks, interaction and individual work. Participation is a requirement of all courses.

Facilities

Facilities include dedicated classroom space, use of Pettigrew Green Arena and a variety of off-site settings.

EIT is now part of Te Pūkenga

Te Pūkenga brings together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on-campus and online learning. The services we offer not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

The experience you need & the support to succeed

When you study at EIT | Te Pūkenga you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number.

They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.



Experienced lecturers

At EIT | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Academic staff have qualifications in teaching adult learners and are continuing to advance on these qualifications. They maintain strong links with Disability Support and supported employment providers.

Name	Qualification
Les Blair <i>Programme Coordinator</i>	RN, DipAdEd, NCertALNE

Course descriptions

Stream 1 and 2

Course no.	Brief description	NZQA level	No. of credits	Version
SLS1.1	All About Me			
US29302	Demonstrate interpersonal skills in familiar contexts (Supported Learning).	1	4	3
US29304	Describe elements of own culture, basic rights and responsibilities of residing in Aotearoa.	1	4	4
SLS1.2	Goals and Strategies			
US29305	Set personal goals and carry out plan designed to achieve personal goals.	1	4	3
US29306	Apply problem solving strategies to resolve day to day issues (Supported Learning).	1	5	3
SLS1.3	Wellbeing and Safety			
US29300	Maintain hauora – personal health and wellbeing (Supported Learning).	1	4	3
US29301	Demonstrate strategies to ensure personal safety (Supported Learning).	1	4	3
SLS1.4	My Community			
US32927	Maintain commitments to a limited range of repetitive and familiar activities within a defined context.	1	5	1
US29299	Access and use facilities and services in the community (Supported Learning).	1	5	3
SLS1.5	Prepare and Plan for Work Experience			
US29309	Plan a personal work pathway (Supported Learning).	1	4	3
US29303	Demonstrate behaviours appropriate to different types of relationships and contexts (Supported Learning).	1	4	3
SLS1.6	Attend EIT Te Pūkenga Powhiri			
US27106	Describe the terms associated with whakapapa and use them within a family structure.	1	2	5
US27108	Describe the protocols and roles associated with powhiri.	1	2	5
SLS1.7	Attend a Workplace Experience			
US29310	Apply basic skills and practices in a work place context (Supported Learning).	1	8	3
US29311	Act in accordance with the basic rights and responsibilities needed for work (Supported Learning).	1	8	3
SLS1.8	Literacy and Numeracy			
US29307	Use functional literacy skills in day to day context.	1	5	3
US29308	Use functional numeracy skills in a range of day to day context.	1	5	3

How to enrol

There is an easy 3-step process to follow when enrolling at EIT | Te Pūkenga.

Step 1

Check out eit.ac.nz to see the programmes available for you to study. A copy of the course information for each programme is available on our website.

Step 2

You can now use your RealMe verified identity to apply for study at EIT | Te Pūkenga. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

You can also apply using a paper enrolment form. Please call us on **0800 22 55 348** and we will send you one out.

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

Step 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

Fees-free government scheme: Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to FeesFree.govt.nz and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

Scholarships and grants: Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don't always need to be an academic high-flyer to qualify. You can find out more about scholarships and other options for paying your fees at eit.ac.nz.

StudyLink: If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit studylink.govt.nz to find out more about StudyLink.

Student services levy

The student services levy is a compulsory non-tuition fee that is charged to students enrolled at EIT | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga from the levy are ring-fenced, meaning they can only be spent on student services.

Student loans and allowances

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven't been accepted yet) so you'll be ready to get your payments when you need them most.

Check out what you qualify for at studylink.govt.nz.



Disclaimer: The Eastern Institute of Technology Limited is a business division of Te Pūkenga - New Zealand Institute of Skills and Technology. All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT | Te Pūkenga reserves the right to amend/withdraw programmes or courses. From 2023 programmes may be subject to review as part of the Reform of Vocational Education and Training. As the review is ongoing, this document is correct at the time of publishing but the courses outlined may change over time. For full programme entry requirements visit eit.ac.nz.





NZ Certificate in Skills for Living (Level 1) including Skills for Working strand

Documentation/Forms

Please Note

The following documents need to be completed and returned with your enrolment form.

Without these documents we are unable to proceed with your application.

Please complete and return the following:

- Applicant Information Form
- Applicant Health Declaration Form



NZ Certificate in Skills for Living (Level 1) including Skills for Working strand

Applicant Information Form

Applicant name:

Key support name:

Relationship:

Email: Phone:

Address:
.....

Interview questions

Please answer these questions as fully as possible prior to attending your interview.

1. What work experience/s have you had?

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2. What work experience might you like to do?

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3. Will you need help with any of the below learning needs? (Please tick the box/es that you might need help with.)

- Reading and writing
- Numbers
- Time management
- Communication skills
- Personal wellbeing

4. What are the activities, interests and hobbies that you are involved in?

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5. If possible please provide a copy of IEP and risk management plan if appropriate.

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Signature:

(Applicant or on behalf of)

Date:



NZ Certificate in Skills for Living (Level 1) including Skills for Working strand

Applicant Health Declaration Form

A declaration of an applicant’s past and present health is a requirement for entry into the NZ Certificate in Skills for Living (including Skills for Working stand) programme. The information is required for the following reasons:

- To gain background knowledge of the applicant.
- To provide risk management information that may be necessary in case of accident, illness or emergency.

This form and its contents will be treated as strictly confidential.

Applicant name:
(Surname) (First Names)

Date of birth:

Doctor:

Phone:

Dentist:

Phone:

Emergency contact:

Address:

Work contact number:

Home contact number:

Mobile number:

1. Present health (at time of completing application).

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Have you ever experienced any of the following?

An allergy of any kind?

Yes No

If yes, please comment:
.....

Any vision problems?

Yes No

If yes, please comment:
.....

Any impairment of hearing?

Yes No

If yes, please comment:

.....

Epilepsy/seizures or headaches? If yes, please state below.

Yes No

Type:

Date of last seizure:

How often does it occur?

What medications are required?

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Any other things we need to know?

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.....

2. Other medical conditions.

Are there any other illnesses or injuries not covered in the above questions?

Yes No

If yes, please comment:

.....

3. Nature of disability.

Please list below your/the applicant's disability.

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Are any support aids required?

Yes No

If yes, please comment:

.....

4. Challenges and behaviours.

Are there situations that could be challenging for you/the applicant?

Yes No

If yes, what are they?

.....

How may we assist you during these times?

.....

.....

Are there any other safety issues we need to know about that we can help you with?

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Signature:

Date:.....

(Applicant or on behalf of)

Information permission

I give permission for information contained herein to be divulged to other persons on the understanding that the information made available is:

- To ensure my own safety and risk management.
- Kept in confidence and my privacy is maintained.

Signature:

Date:.....

(Applicant or on behalf of)

Permission to attend off-site events

I give permission for to attend events off-site from the
EIT | Te Pūkenga campus.

- In the event of an accident or illness, I authorize EIT | Te Pūkenga staff to obtain medical assistance.
- I agree to comply with the student conduct policy.

Signature:

Date:.....

(Applicant or on behalf of)